Fire Risk Assessment

Name & Address of Premises:	Great Bridgeford Village Hall Newport Road Great Bridgeford ST18 9PT
Date of Assessment:	19th July 2024
Produced by:	Eljay Risk Management Ltd www.eljay.co.uk

General Information	
Name of Assessors	J Johnson IEng, CMIOSH Eljay Risk Management Ltd 07977 221149 mail@eljay.co.uk www.eljay.co.uk
In relation to fire risk assessment the designated Responsible Person for these premises is:	The Trustees of the Village Hall will be the designated responsible person, and during events, there may be additional 'Responsible Persons', organising and managing the events.
Persons who could be at risk from fire and other hazards:	Hall committee, volunteers, visitors to the premises, event guests and contractors on site. Emergency services workers could also be at risk. Vulnerable groups visiting the hall could be especially at risk.

Description and Use of Premises

A brick built single storey building with additional extended areas and small basement area. Mixture of pitched and flat roofing. Probably built during the 1960's.

MAIN HALL - Large, rectangular shaped hall suitable for all types of activities and including a stage. Curtains have a fire retardant coating.

SMALL HALL - A rectangular shaped hall.

KITCHEN - Double oven, including grills, Convection hob, Microwave, Hot water dispenser, fridge, Kettle, Water boiler.

Other - Toilets, boiler room, basement, external seating area and grounds.

CAR PARK - For approximately 20-25 cars, including 2 disabled spaces

Approximate maximum number of occupants: 80 seated in the main hall.

Opening hours: Opening hours vary, with some set events and other occasional events. Both daytime and evening opening takes place.

Assessor's Summary

Fire Risk

The purpose of this report is to provide an assessment of the risk to life from fire in all areas of the building, and, where appropriate, to make recommendations to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (as amended) and other relevant legislation.

Any actions identified, are noted in the report. Please see the action plan at the end of the report, for specific risk ratings and recommended timescales for action.

Fire Loss Experience – no previous incidents recorded or known.

Other information – additional record checks were carried out in November 2024.

Relevant Fire Safety Legislation, Codes of Practice and Guidance

The following apply to these premises:

- The Regulatory Reform (Fire Safety) Order 2005 (as amended) enforced by Staffordshire Fire and Rescue Service.

- PAS 79, Part 1: 2020, which is now a Code of Practice has been used in carrying this assessment out.

- As Section 156 of the Building Safety Act 2022 has now come into effect (WEF 1st October 2023), a greater amount of information will need to be recorded and shared with others, including building users. Please see the following link for full details:

  https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022

Other legislation that applies to these premises:

- The Building Regulations 2010 (as amended).

- Health and Safety at Work etc. Act 1974 and associated legislation, in so far as the building may from time to time be a workplace for visiting members of the property management team and contractors.

Review of Assessment

The ‘responsible person’ is required to review this fire risk assessment regularly. This can be on a specific time basis, such as yearly, or at such earlier time if there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Assessments and reviews of assessments must be carried out by a suitably competent person. We further recommend that you continuously monitor and review the effectiveness of the fire safety arrangements in place at the premises, for example, during management visits and act as necessary, should it be required to remedy any problems you may identify. Additional information can be provided upon request, for you to be able to make an informed decision about reviews of risk assessments.

Reference Photo of the Building

Fire risk assessment findings and assessor's observations

Flammables likely to be at the premises	Paper, cardboard, and stationery items. Furniture and fittings including blinds. Office equipment. Plastic materials. Cleaning materials. Part wooden structure.
Potential sources of ignition	The mains electrical installation Electrical appliances Cooking and Kitchen Appliances
Isolated areas	None identified.
Security	Entrance doors were found to be securable.
Evacuation routes	Evacuation routes from the hall are via the main entrance, or the fire escape doors to the sides of the building. These provide good egress from the building should it be required.
Fire detection and alarm system	A detection and alarm system not fitted at the property, although an air horn is used to alert occupants to a fire. As the building is small, a shouted warning would be adequate at this time.
Fire doors	No observations.
Signs and information	Directional fire exit signs are provided. A "No Smoking" signs is provided. Fire action notices were found to be on display.

Fire extinguishers	Fire extinguishers are provided, last serviced on 29th October 2024.
Housekeeping	Satisfactory.
Waste management	Satisfactory.
Emergency lighting	Emergency lighting is fitted across the premises. Appropriate checks should be made to ensure records are available and that all maintenance and testing is up to date and carried out in accordance with current regulatory requirements. Lighting should be checked monthly, with one of the monthly tests being a battery run down test (commonly known as a 'soak test'). In house testing took place on 1st November 2024.
Assembly points	Designated as being on the car park.
Outdoor fire hazards and arson risk	None seen.
Portable electrical appliances	Portable appliance testing was carried out in May 2020. Whilst the physical 'Portable Appliance Test' is not a statutory requirement, ensuring that electrical equipment is safe to use is a statutory requirement. Please see the following links for further information: https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm https://www.hse.gov.uk/pubns/priced/hsg107.pdf
Fixed electrical systems	The last EICR was 26th Aug 2021. The next EICR will likely be due in 2026.
Occupancy levels	Can be up to sixty persons, although in reality smaller groups are the norm.
Shared premises issues	Not applicable.

Fire stopping	No observations.
Plant rooms/gas appliances/storage areas	The following rooms were checked during the inspection: • Electrical cupboard • Boiler cupboard • Basement There is no gas supply at the building.
Roof void inspection	Not accessed.
Substances at the premises, including those that may pose a DSEAR (Dangerous Substances in Explosive Atmospheres Regulations) risk	Small amounts of flammable substances are in use at the premises, but these would not in our view pose a DSEAR risk.
Training and fire safety information	Basic fire information should be provided to those using the hall. Most if not all of this will be available online.
Employee / contractor safety	**Advisory information (will not appear in the action plan as no corrective actions were identified)** Where contractors such as cleaners, builders, gardeners etc. are employed to work at the premises, we recommend that reasonable steps are taken to ensure they are able to work safely, and in particular, evacuate the premises safely in the event of a fire.
External cladding and other features	No observations.
Oxygen sources	No observations.

Vulnerable Groups	Vulnerable groups, who may have difficulty evacuating in an emergency may be fairly regular visitors to the building, therefore, you should ensure that your evacuation procedures cover the requirement and means of assisting these groups to evacuate as and when required.
Hot work	Any hot work that is carried out at the premises, which will normally be repairs to heating and plumbing systems for example, should be governed by a hot work permit system. Further information can be provided if required.
Other observations	**Instructions for hall users** Procedures should be available to ensure that anyone using the premises know what their responsibilities are and that they are able to evacuate the building safely and quickly. **Hall capacities** The following guide can be used in order to calculate room capacities: https://www.staffordshirefire.gov.uk/media/201nhjtj/max_occ_capacity_guidance.pdf Or, if the room dimensions can be sent over to us, we would be happy to provide the calculation and determine the capacities for you. \

Overall assessment of fire risk

Using the risk rating tables provided with this document, at the time of assessment, the risk ratings applied would be **Numbers – 2, Severity – 2 and Likelihood – 2** giving a **risk rating of 8**, indicating overall, that the premises are low risk.

Recommended actions documented on the action plan below should be addressed as per the provided timescales.

Allocating Risk Ratings and Timeframes for Action

To assist in planning any corrective actions, we have allocated individual risk ratings relating to fire risk on the action plan below as follows:

HIGH (H) – if occupants or visitors could be at risk of imminent harm

MEDIUM (M) – if there could be a possible breach of fire legislation

LOW (L) – if a non-conformity has been identified, but none of the above criteria apply

ONGOING – no specific time requirement

Please note that the allocated risk ratings and timeframes for action are guidelines only, the purpose of which are to establish which actions should be addressed first, with a suggested order for the actions to be cleared.

Action Plan

Action required	Risk rating (H, M or L)	Target timescale for completion	Date completed & signature
Continue to carry out monthly emergency lighting tests.	M	Monthly	
Ensure all portable appliances are tested for electrical safety.	M	Periodically	
Basic fire information should be provided to those using the hall.	L	As required	
Vulnerable groups, who may have difficulty evacuating in an emergency may be fairly regular visitors to the building, therefore, you should ensure that your evacuation procedures cover the requirement and means of assisting these groups to evacuate as and when required.	H	As required	
Any hot work that is carried out at the premises, which will normally be repairs to heating and plumbing systems for example, should be governed by a hot work permit system.	H	For all hot work	
Procedures should be available to ensure that anyone using the premises know what their responsibilities are and that they are able to evacuate the building safely and quickly.	M	As required	
Carry out room occupancy calculations.	L	3 months	

Assessor's signature:		**Date:**	25th October 2024
Checked and validated by:	R.	**Date:**	31st October 2024

Responsible Person's comments (where necessary):

Signature:		**Date:**	

Risk Rating Chart – Fire Risk Assessment

Number of people who could be affected by a fire		Severity of fire (how quickly it could spread and how large it could become)		Likelihood of fire occurring (quantity of hazards and problems identified, sources of ignition in the work area)	
1–5 persons	1	Negligible	1	Improbable	1
6–50 persons	2	Minor	2	Remote	2
50+ persons	3	Major	5	Possible	5
		Catastrophic	10	Likely	10
				Certain	20
Note: numbers between those above can be used (for severity and likelihood) if necessary					

Guidance information

<u>Severity of fire</u>	
Negligible –	little or no fuel sources, very low risk of fire spread, good fire controls
Minor -	some fuel sources, low risk of fire spread, some controls
Major -	many fuel sources, medium to high risk of fire spread, poor controls
Catastrophic -	large quantity of hazardous fuels, high risk of fire spread, very few or no controls
<u>Likelihood of fire occurring</u>	
Improbable -	no hazards or problems found; no sources of ignition identified
Remote -	very few hazards, problems or sources of ignition found,
Possible -	some hazards, problems and sources of ignition found
Likely -	many hazards, problems and sources of ignition found
Certain -	excessive number of hazards, problems and multiple sources of ignition found

Recommended Action

Score (risk rating)	Action to be taken
Under 15	Risk is low, or normal for this type of accommodation. Action is required to reduce the risk, although these will in many cases be low priority. Time, effort and cost should be proportional to the risk.
16–39	Risk is medium. Action required soon to control. Interim measures may be necessary in the short term.
40–99	Risk is high. Action required urgently to control risks. Interim measures required in the short term. Significant effort, time etc, may have to be used to control the risk.
100+	Risk totally unacceptable, immediate action required before work activity can continue. Risk assessment should be reviewed at regular intervals to ensure that risk is being properly controlled. Control measures may have to involve some considerable effort and time to control.